

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-95-07

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 5.4, "Official Representation Expenses"

Purpose: Directive and Handbook 5.4 replace Manual Chapter and Appendix 1303 and were revised to update responsibilities and authorities and to change procedures to more effectively manage the Commission's Representation Fund.

Office of Origin: Office of International Programs

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Official Representation Expenses

Directive

*(Formerly
MC 1303)* **5.4**

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Official Representation Expenses Directive 5.4

Policy (5.4-01)

It is the policy of the U.S. Nuclear Regulatory Commission that funds appropriated by the Congress to NRC for official representation expenses be administered in accordance with the criteria, responsibilities, and procedures specified in this directive and handbook.

Objectives (5.4-02)

To ensure that funds annually appropriated to the NRC by the Congress for official representation expenses are used only in connection with representation functions necessary to carry out the official business of the United States Government.

Organizational Responsibilities and Delegations of Authority (5.4-03)

The Director, Office of International Programs (OIP) (031)

- Manages the funds appropriated for official representation expenses. (a)
- Authorizes all official representation functions in advance. (b)
- Approves prescribed dollar limits for all official representation functions specified in Handbook 5.4, Part III. (c)

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Designee of the Director, OIP
(032)

- Reviews expenditures for all official representation functions and determines that they are in accordance with the policies and criteria established by this directive and handbook and that they were authorized in advance by the Director, OIP. (a)
- Approves and submits the completed NRC Form 30, "Request for Administrative Services" (see Exhibit 1 of Handbook 5.4), to the Deputy Chief Financial Officer/Controller (DCFO/C) for certification of funds. (b)
- Serves as custodian of the stock of NRC mementos, purchases suitable mementos for presentation to foreign dignitaries, and maintains a record of all mementos purchased as well as distributed. (c)
- Prepares and submits to the Director, OIP, a quarterly expense report as required by Handbook 5.4, Part V. (d)
- In coordination with the Office of the Controller (OC), recommends to the Director, OIP, any limits required for various types of official representation expenses. (e)

The Deputy Chief Financial Officer/Controller
(DCFO/C), Office of the Controller (OC)
(033)

Issues allotments for NRC's appropriations.

The Director, Division of Budget and
Analysis (DBA), OC
(034)

- Serves as allottee for the OC allotments. (a)
- Performs periodic reviews, in conjunction with OIP's designee, of the official representation process to ensure compliance with the spirit and intent of this directive and handbook. (b)

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**The Chief, Budget Planning, Analysis, and
Operations Branch, OC/DBA**
(035)

- Serves as allowance holder for the OC allowances. (a)
- Certifies the availability of funds. (b)
- Maintains a record of commitments and obligations of funds. (c)

**The Director, Division of Accounting and
Finance, OC**
(036)

- Records obligations in the official agency accounting system for authorized official representation expenses. (a)
- Processes all Standard Form (SF) 1034s ("Public Voucher for Purchases and Services Other Than Personal"; see Exhibit 3 of Handbook 5.4) filed for reimbursement of approved expenses incurred for authorized official representation functions. (b)
- Maintains the official obligation and expenditure records for official representation funds. (c)

**The Commission; the Executive Director for Operations (EDO);
the Deputy Executive Director for Nuclear Reactor
Regulation, Regional Operations, and Research; the Deputy
Executive Director for Nuclear Materials Safety, Safeguards,
and Operations Support; Office Directors; and Regional
Administrators**
(037)

- After determining that the official representation is necessary and is in compliance with the policies and criteria established by this directive and handbook, notify OIP's designee of the function at least 1 week before it takes place and provide sufficient information for the completion of an NRC Form 30. (a)
- May not incur obligations in excess of the amount certified on the NRC Form 30 without a revised funds certification and approval in advance. (b)

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**The Commission; the Executive Director for Operations (EDO);
the Deputy Executive Director for Nuclear Reactor
Regulation, Regional Operations, and Research; the Deputy
Executive Director for Nuclear Materials Safety, Safeguards,
and Operations Support; Office Directors; and Regional
Administrators**
(037) (continued)

- After completion of the function, submit original bills or receipts for payment of expenditures to OIP's designee for review and approval. If major changes to the original authorization have occurred (i.e., an increase in cost over the ceiling), these adjustments must be approved in advance and explained in detail on a page attached to the voucher and receipts. (c)

Applicability
(5.4-04)

All NRC employees shall follow the policy and guidance in this directive and handbook.

Handbook
(5.4-05)

General instructions and detailed guidelines relating to the allotment of funds and the approval, authorization, and criteria for functions, vouchers, reporting, and written justifications required by this directive are contained in Handbook 5.4.

References
(5.4-06)

1. Comptroller General Decision B-115132, June 17, 1953.
2. Comptroller General Decision B-133991, November 25, 1957 (37 Comp. Gen. 360).
3. Comptroller General Decision B-122515, February 23, 1959 (42 Comp. Gen. 19).
4. Comptroller General Decision B-142538, February 8, 1961.
5. "Extra Pay for Extra Services Prohibited," 5 U.S.C. 5536.

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References

(5.4-06) (continued)

6. "Membership Fees; Expenses of Attendance at Meetings; Limitations," 5 U.S.C. 5946.
7. "Government Printing, Binding, and Blank-Book Work To Be Done at Government Printing Office," 44 U.S.C. 501.
8. "Extra Pay for Details Prohibited," 5 U.S.C. 5535(B).
9. "Buying and Leasing Passenger Motor Vehicles and Aircraft," 31 U.S.C. 1343.
10. "Disposition of Property Forfeited to United States," 40 U.S.C. 304(h)(a).
11. Federal Property Management Regulations, 41 CFR Part 101.
12. NRC Management Directive 11.1, "NRC Acquisition of Supplies and Services" (formerly MC 5101).
13. Principles of Federal Appropriations Law, Second Edition, Volume I, Chapter 4.
14. Federal Acquisition Regulation, Parts 13 and 29.

Official Representation Expenses

Handbook (Formerly Appendix 1303) **5.4**

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Part I

Allotment of Funds

Official Designated To Manage NRC Official Representation Funds (A)

The Director, Office of International Programs, shall manage the NRC funds that cover all official representation expenses.

Issuing of Allotment (B)

Upon passage into law of NRC's annual Appropriations Act and apportionment of these funds by the Office of Management and Budget, the Director, Division of Budget and Analysis, Office of the Controller, allots funds for official representation expenses. (1)

In the event the NRC must operate under a continuing resolution (because the Appropriations Act was not approved by Congress before the start of the fiscal year), an allotment for official representation funds may be issued under guidelines stipulated in the continuing resolution. (2)

Part II

Approval and Authorization of Official Representation Expenses

Requests for Authorization (A)

Requests for authorization must be made by a Commissioner; the Executive Director for Operations; the Deputy Executive Director for Nuclear Reactor Regulation, Regional Operations, and Research; the Deputy Executive Director for Nuclear Materials Safety, Safeguards, and Operations Support; Office Directors and Regional Administrators; the director, or designee, of the office proposing the official representation function or, as applicable, a higher official; the Regional Administrator; or the Director, Office of International Programs (OIP). (1)

OIP will prepare and submit for signature all NRC Form 30s, "Request for Administrative Services" (Exhibit 1). (2)

Review of Requests (B)

OIP's designee will review all requests for official representation functions for adequacy and compliance with policy and regulations and will indicate approval on the NRC Form 30.

Authorization of Requests (C)

The Director, OIP, will authorize all official representation functions in advance, sign as authorizing official on the NRC Form 30, and return the form to the appointed designee. (1)

The Director, OIP (or designee), will stipulate conditional changes, if any, on the original and all copies of NRC Form 30. (2)

Funds Certification (D)

A funds certifying official designated by the Chief, Budget Planning, Analysis, and Operations Branch, Division of Budget and Accounting, Office of the Controller (OC), will certify funds availability in advance for official representation expenses.

Necessity for Purchase Order (E)

Functions or purchases that exceed \$500 require that the Division of Contracts, Office of Administration, issue an NRC Form 103, "Purchase/Delivery Order" (Exhibit 2), in accordance with Management Directive 11.1, "NRC Acquisition of Supplies and Services." Exceptions require the approval of the Director, Division of Accounting and Finance, OC.

Variance From Established Procedures (F)

Although the advance planning usually inherent in representation functions should allow the procedures prescribed in Sections (A) through (E) of this part to be followed, emergency cases arising from unforeseen circumstances may make it necessary to bypass advance submission of NRC Form 30. In all these cases, the request, authorization, and certification of funds must be formalized within 2 working days after the official representation function by completion of an NRC Form 30 to establish a written record of the request and approval and to set forth the circumstances that prevented the advance planning. A function must not proceed without verbal certification of availability of funds from the designated funds certifying official, OC, and verbal authorization from the Director, OIP.

Part III

Criteria Under Which Expenses May Be Charged

General Criteria Governing NRC Official Representation (A)

The Congress annually appropriates funds to the NRC for official representation expenses and establishes a dollar limit on the amount of these expenses. No other funds are available for this purpose. All of these expenditures shall be accounted for and charged to the official representation allotment that has been established for this purpose. (1)

Official representation funds must be used principally in connection with international cooperation activities under the intent expressed by the Congress. These funds may be used in connection with other activities on a very selective basis when circumstances dictate this use. (2)

Official representation funds must be used only for selected Government protocol functions for which the NRC is the sponsor to accord proper honor and recognition to—(3)

- Foreign dignitaries visiting the NRC (a)
- Foreign dignitaries by representatives of the NRC during their official visits to foreign countries (b)
- Important officials of State and local governments in connection with their participation in special events, such as dedications, relevant to the mission of the NRC (c)
- High-level domestic officials (from fields such as Government, education, and industry) at special functions hosted by one or more Commissioners (d)

General Criteria Governing NRC Official Representation (A) (continued)

Official representation funds are not to be used—(4)

- For representation when the purpose is to accord honor and recognition to representatives of the NRC, its contractors, or other U.S. Government officials, except as noted in Section (A)(3)(d) of this part (a)
- In any context that may be construed as promotional (b)

Nature of the Representation (B)

Official representation functions generally consist of dinners, luncheons, cocktail parties, receptions, or similar affairs. These functions may be considered to be official representation only when—

- The representation is sponsored in the name of the NRC and can be explained as official business of the Commission. (1)
- The attainment of NRC objectives is the underlying purpose. (2)

Official Hosts (C)

NRC officials in the following ranks (or in their absence, persons specifically designated) will serve as the official host:

- Commissioners (1)
- The Executive Director for Operations (EDO) (2)
- The Deputy Executive Director for Nuclear Reactor Regulation, Regional Operations, and Research (3)
- The Deputy Executive Director for Nuclear Materials Safety, Safeguards, and Operations Support (4)
- Office directors (5)
- Regional administrators (6)

Representation of a Personal Nature (D)

The use of official representation funds must not be authorized when the activity is of a personal nature or is not for the attainment of NRC objectives. For example, a personal invitation to lunch extended by an NRC official to a foreign visitor who resides in the metropolitan area or who is on a Washington Embassy staff is not chargeable to official representation funds. (1)

In addition, attention is called to the basic statutory prohibition (5 U.S.C. 5536) against any officer in any branch of public service, or any other person whose salary, pay, or emoluments are provided from appropriated funds, from receiving any additional pay, extra allowance, or compensation in any form whatever unless authorized by law and explicitly stated in the appropriation. (2)

Scale of Representation (E)

The scale of representation is generally governed by the importance attached to the occasion. Functions for top-ranking visitors may generally be in the nature of a reception or a formal dinner. Functions for visitors of lesser rank may generally be in the nature of a small luncheon. The representation must be governed by good taste and simplicity in arrangements. (1)

Many activities that could be called "official representation" may involve little or no expenditure of money. Lavish expenditures are questionable in most circumstances. (2)

Generally, official representation funds should be used for group representation because funds are not adequate to entertain a great number of persons individually. (3)

Duplication of official representation should be avoided to the extent possible by arranging joint representation functions or by providing a single representation function that will discharge NRC's responsibility, including instances in which visits to more than one location are scheduled. Usually, these arrangements will be made by the Office of International Program's (OIP's) designee. (4)

Items of Chargeable Expense (F)

Items of expense that may be charged to official representation funds consist of those usually associated with or incidental to the immediate function being sponsored. These include but are not necessarily limited to—(1)

- Food and beverages (a)
- Rental fees for use of facilities where the official representation function is conducted (b)
- Catering services (c)
- Tips and gratuities (d)

The transportation of spirits (distilled spirits, malts, and wine) received from the General Services Administration under 40 U.S.C. 304(h) is chargeable at the time of receipt of goods only. (2)

In addition to items of expenditures chargeable under Sections (F)(1) and (2) of this part, limited quantities of mementos may be purchased subject to the following provisions: (3)

- The total expenditure for mementos is generally limited to 15 percent of the NRC's official representation budget. Any expenditures in excess of this limit must have advance written approval of the Chairman. (a)
- In accordance with guidelines developed by OIP, the mementos will be distributed by the Commissioners, the EDO, or designated representatives in the name of NRC. (b)

Items of Expense Not Chargeable (G)

Personal expenses of guests, such as traveling expenses and hotel bills, must not be charged to official representation funds. (1)

The following types of expenditures are unauthorized: (2)

- Hire, purchase, operation, or repair of any motor-propelled, passenger-carrying vehicle, including aircraft (31 U.S.C. 1343) (a)
- Membership or dues in any society, club, or association (5 U.S.C. 5946) (b)

Items of Expense Not Chargeable (G) (continued)

- Expenses of printing (44 U.S.C. 501) (c)
- Printing of Christmas cards or other types of greeting cards (Decisions of the Comptroller General [CG] B-115132, June 17, 1953; B-133991, November 25, 1957; B-122515, February 23, 1959; and B-142538, February 8, 1961) (d)
- Expenses for furnishing recreational and entertainment facilities solely for employees of the United States Government and their families (18 CG 147, and 27 CG 679) (e)
- Most State and local taxes (Federal Acquisition Regulation [FAR], Part 29) (f)

Questions concerning the appropriateness of representation fund activities should be referred to OIP; any questions regarding certification of funds available for the representation fund should be referred to the Funds Control Branch, Division of Budget and Analysis, Office of the Controller. (3)

Prescribed Limits (H)

In the interest of discouraging ostentation and making the most efficient use of the limited funds, the Director, OIP, may prescribe dollar limits for the various types of approved official representation activities. These levels will be updated as appropriate.

Participation by NRC Employees (I)

The attendance at official representation functions of NRC employees other than the official host is authorized but must be kept to a minimum and must be limited to key staff personnel whose official duties are directly related to the official interests of the honored guest, or whose attendance is warranted as a means for according proper recognition. (1)

As a general guideline, it is expected that—(2)

- The official host and the number of NRC employees and others should not exceed the number of honored guests in attendance. (a)

Participation by NRC Employees (I) (continued)

- Husbands, wives, or other companions (other than those present in an official capacity) should be in attendance only when proper recognition would not otherwise be afforded the guest of honor. (b)
- The necessity for any exception to Sections (I)(2)(a) and (b) must be explained in Section 13, "Special Instructions," on the NRC Form 30 (Exhibit 1). (c)

The criteria in this section are applicable only to the determination of the expenses chargeable to official representation funds. Occasions may arise when it would be desirable to extend an open invitation to NRC personnel or others to attend official representation functions at their own personal expense, but in no case must their attendance be compulsory. (3)

Part IV

Documentation of Expenses

Documentation Procedures

When payment of official representation expenses is made at the time of the function or purchase, the official host shall obtain an itemized receipt for all expenses for the Office of International Programs (OIP) to attach to the "Public Voucher for Purchases and Services Other Than Personal" (Standard Form (SF) 1034; Exhibit 3). (1)

OIP shall prepare the SF 1034 for payment of expenses and shall submit it to the Director, Division of Accounting and Finance (DAF), Office of the Controller (OC). Vouchers transmitted for payment must have a copy of the NRC Form 30 attached and the original itemized receipts for all expenditures. OIP shall ensure that the expenditures claimed are in accordance with and appropriate to the authorization granted. (2)

In unusual circumstances in which it is impractical to obtain a receipt, an itemized declaration signed by the official host must be submitted and a notation made on the SF 1034. (3)

Vouchers for authorized official representation expenses must be submitted to DAF within 15 calendar days (when practicable) of the date of the function or purchase. (4)

For expenses incurred through a purchase order, OIP shall certify receipt of goods or services on the applicable receiving report and ensure that the expenditures claimed are in accordance with and appropriate to the authorization granted. OIP should submit the signed receiving report promptly to DAF to ensure payment of the bill. (5)

Advances of funds for official representation purposes up to \$1,000 may be made when required by special circumstances. This authority is subject to the conditions that (a) the advance must be accounted for on the SF 1034 and (b) any unused portion of the advance is returned to DAF within 15 calendar days after the date of the function or purchase. (6)

Documentation Procedures (continued)

Requests for advances must be approved by the following: (7)

- Designee of the Director, OIP (a)
- Director, OIP (b)
- Funds Certifying Official (c)
- Administrative Service Center, Division of Contracts, Office of Administration (d)
- Director, DAF, OC (for advances over \$500 up to \$1,000) (e)

Part V

Reports

Frequency and Format of Reports

The Office of International Program's (OIP's) designee shall submit to the Director, OIP, no later than January 20, April 20, July 20, and October 30, a summary report of all official representation expenses incurred during the preceding quarter. This report will also contain a year-to-date listing of the total amount expended and obligated for all previous quarters of the current fiscal year and an indication of the amount remaining for future obligations within that year. A copy of this report must be forwarded to the Director, Division of Accounting and Finance, Office of the Controller (OC), and the Director, Division of Budget and Analysis, OC. The report will contain a year-to-date listing of the amount expended and the type of function or expense, as follows:

- Commission-hosted functions (1)
- Staff-hosted functions (2)
- Mementos (3)
- Other activities (4)

Part VI

Inventory of Spirits

An inventory of any spirits (distilled spirits, malts, or wine) on hand will be taken by the Office of International Program's (OIP's) designee no later than January 20, April 20, July 20, and October 20. To resolve differences from the previous inventory, the current inventory will include a notation indicating how the stock was used. A copy of the inventory will be retained by OIP's designee and the Secretary of the Commission.

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Exhibit 1
 NRC Form 30, "Request for Administrative Services"

NRC FORM 30 (6-94)		U.S. NUCLEAR REGULATORY COMMISSION		1. DATE OF REQUEST	2. DATE DUE (if applicable)
REQUEST FOR ADMINISTRATIVE SERVICES FOR HEADQUARTERS: MAIL TO THE APPROPRIATE MAIL STOP ON BACK				3. REQUEST NUMBER (LEAVE BLANK)	
4. TYPE OF SERVICE				5. PERSONAL PROPERTY APPROVAL	
<input type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> COMPOSITION <input type="checkbox"/> COPYING <input type="checkbox"/> EDITING <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL <input type="checkbox"/> PRINTING AND DISTRIBUTION		<input type="checkbox"/> PUBLISHING MUREGS <input type="checkbox"/> SMALL PURCHASES, PROPERTY, AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> OTHER (Specify)		I certify that personal property assets within the Office/Division have been carefully inventoried for excess, are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for official purposes. a. PROPERTY CUSTODIAN - SIGNATURE b. DIVISION DIRECTOR/DEPUTY - SIGNATURE	
7. REQUESTER		8. OFFICE		6. SENSITIVITY	
9. TELEPHONE NUMBER		10. FAX NUMBER		For copyrighted material, sign below to indicate that you have received permission from the copyright owner to use the material. SIGNATURE - ADMINISTRATIVE OFFICER	
11. MAIL STOP		12. E-MAIL ID.		<input type="checkbox"/> CLASSIFIED <input type="checkbox"/> SENSITIVE UNCLASSIFIED <input type="checkbox"/> COPYRIGHTED MATERIAL	
13. SPECIAL INSTRUCTIONS (INCLUDE TITLE, DISTRIBUTION, PRINTING SPECIFICATIONS, INSTRUCTIONS, STOCK NUMBERS, JUSTIFICATION, QUANTITIES, AND UNITS WHEN APPLICABLE)					
14. FUNDING INFORMATION					
JOB CODE	S & R NUMBER	BOC	FUND SOURCE	AMOUNT	
15a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE - CERTIFYING OFFICIAL				15b. DATE	
FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)					
16a. REQUESTER APPROVED - SIGNATURE		16b. DATE		16c. REQUESTING OFFICER - SIGNATURE	
17. OFFICE OF ADMINISTRATION PROCESSING					
ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED			C. DELIVERED		
B. FILLED			D. COMPLETED		
The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.				18. SIGNATURE - RECEIPT	
				18b. DATE	

NRC FORM 30 (6-94)

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Exhibit 1 (continued)

<u>TYPE OF SERVICE</u>	<u>MAIL STOP</u>	<u>TYPE OF SERVICE</u>	<u>MAIL STOP</u>
BUILDING ALTERATIONS AND SERVICES	T-7 D24	SMALL PURCHASES, PROPERTY, AND LABOR SERVICES	T-7 D27
COMPOSITION	T-6 E7	PUBLISHING NUREGs	T-6 E7
COPYING	O-P1 22	SUPPLIES	WHSE
EDITING	T-6 E7	WORD PROCESSING	T-6 E7
PHOTOGRAPHY/ AUDIOVISUAL	T-6 E7	OTHER	O-2 B7
PRINTING/DISTRIBUTION	O-P1 22		

Handbook 5.4 Exhibits

NRC Form 103, "Purchase/Delivery Order"

NRC FORM 103 (6-81)

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Handbook 5.4 Exhibits

Exhibit 2 (continued)

TERMS AND CONDITIONS

52.252-2 Clauses incorporated by Reference (APR 84). This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available. Clauses which are not applicable are self-deleting.

Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

The Following Terms and Conditions Apply to All Purchase Orders:

- 52.202-1 Definitions-Alternate 1 (APR 84)
- 52.203-1 Officials Not to Benefit (APR 84)
- 52.203-3 Gratuities (APR 84)
- 52.203-5 Covenant Against Contingent Fees (APR 84)
- 52.203-6 Restrictions on Subcontractor Sales to the Government (JUL 85)
- 52.203-7 Anti-Kickback Procedures
- 52.212-8 Priorities, Allocations, and Allotments
- 52.212-9 Variation in Quantity (APR 84)
- 52.213-2 Invoices (APR 84)
- 52.213-3 Notice to Supplier (APR 84)
- 52.219-4 Notice of Small Business Small Purchase Set-Aside (AUG 85)
- 52.222-3 Convict Labor (APR 84)
(Unless precluded by FAR Subpart 22.2)
- 52.225-12 Notice of Restrictions on Contracting with Sanctioned Persons (MAY 89)
- 52.225-13 Restrictions on Contracting with Sanctioned Persons (MAY 89)
- 52.232-1 Payments (APR 84)
- 52.232-8 Discounts for Prompt Payment (JUL 85)
- 52.232-23 Assignment of Claims (JAN 86)
- 52.232-25 Prompt Payment (APR 80)
- 52.233-1 Disputes Alternate I (APR 84)
- 52.223-3 Protest after Award (JUN 85)
- 52.242-10 F.O.B. Origin—Government Bills of Lading or Prepaid Postage (APR 84)
- 52.246-1 Contractor Inspection Requirements (APR 84)
- 52.247-29 F.O.B. Origin
- 52.247-34 F.O.B. Destination (APR 84)
- 52.249-8 Default (Fixed Price Supply and Service) (APR 84)
ALT. 1 applies to transportation or transportation-related services

NRC Acquisition Clauses — 48 CFR 20:

- 2052.209-73 Contractor Organizational Conflict of Interest
- 2052.210-70 Brand Name Products or Equal

Additional Terms and Conditions Applicable to Purchase Orders Exceeding \$2,500:

- 52.222-4 Contract Work Hours and Safety Standards Act—Overtime Compensation (MAR 86)
- 52.222-36 Affirmative Action for Handicapped Workers (APR 84)

Additional Terms and Conditions Applicable for Purchase Orders with Individuals up to \$25,000:

- 52.223-6 Drug-Free Workplace (MAR 89)
- 52.223-6 Certification Regarding a Drug-Free Workplace (MAR 89)

NOTE: Section 5301 of the Anti-Drug Abuse Act of 1988 (P.L. 100-690) may be cause for denial of specific benefits to individuals convicted of drug trafficking or possession.

SUPPLIES

Additional Terms and Conditions Applicable to All Purchase Orders for Supplies:

- 52.225-1 Buy American Certification
- 52.225-3 Buy American Act—Supplies
- 52.243-1 Changes—Fixed Price (AUG 87)
- 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

Additional Terms and Conditions Applicable to Purchase Orders for Supplies over \$10,000:

- 52.222-20 Walsh-Healey Public Contracts Act (APR 84)
(Unless exempt by statute or regulation)

Additional Terms and Conditions Applicable to Purchase Orders Exceeding \$10,000:

- 52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (JUN 85)
- 52.222-21 Certification of Nonsegregated Facilities
- 52.222-25 Affirmative Action Compliance
- 52.222-26 Equal Opportunity (APR 84)
- 52.222-36 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 84)
- 52.222-37 Employment Records on Special Disabled Veterans and Veterans of the Vietnam Era

SERVICES

Additional Terms and Conditions Applicable to Purchase Orders for Services:

- 52.222-40 Service Contract Act of 1965, as Amended (Applicable to Purchase Orders of \$2,500 or Less)
- 52.222-41 Service Contract Act of 1965, as Amended (Applicable to Purchase Orders over \$2,500)
- 52.222-42 Statement of Equivalent Rates for Federal Hires
- 52.237-1 Site Visit
- 52.237-2 Protection of Government Buildings, Equipment and Vegetation
- 52.243-1 Changes—Fixed Price (Alternate 1) (AUG 87)
(Alternate II & IV, whichever is applicable)
- 52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 84)

Additional Terms and Conditions Applicable to Construction Purchase Orders over \$2,000:

- 52.222-6 Davis-Bacon Act
- 52.222-7 Withholding of Funds
- 52.222-8 Payrolls and Basic Records
- 52.222-9 Apprentices and Trainees
- 52.222-10 Compliance with Copeland Act Requirements
- 52.222-11 Subcontracts (Labor Standards)
- 52.222-12 Contract Termination—Debarment
- 52.222-13 Compliance with Davis-Bacon and Related Act Regulations
- 52.222-14 Disputes Concerning Labor Standards
- 52.222-15 Certification of Eligibility

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Official Representation Expenses
Handbook 5.4 Exhibits

Exhibit 3
SF 1034, "Public Voucher for Purchases and Services Other Than Personal"

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TF 16 4-2080 1004-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. _____	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION				DATE VOUCHER PREPARED _____		SCHEDULE NO. _____	
				CONTRACT NUMBER AND DATE _____		PAID BY _____	
				REQUISITION NUMBER AND DATE _____			
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>				DATE INVOICE RECEIVED _____			
				DISCOUNT TERMS _____			
				PAYEE'S ACCOUNT NUMBER _____			
				GOVERNMENT B/L NUMBER _____			
SHIPPED FROM _____		TO _____		WEIGHT _____			
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST PER		AMOUNT (*)	
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						TOTAL	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR _____		EXCHANGE RATE _____		DIFFERENCES _____	
		BY _____		_____		_____	
		TITLE _____		_____		Amount verified, correct for _____	
						(Signature or initials) _____	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ (Date) _____ (Authorized Certifying Officer) _____ (Title) </div>							
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER _____		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER _____		
	CASH _____		DATE _____		ON (Name of bank) _____		
	PAYEE _____		PAYEE _____		PER _____		
*When stated in foreign currency, insert name of currency. **If the duty to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. ***When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.							

Previous edition obsolete

NSN 7540-00-800-8234

PRIVACY ACT STATEMENT
 The information requested on this form is required under the provisions of 51 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.